

MAIN FACS “TIPS & TECHNIQUES”

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IMPORTANT: This issue contains important operating information for all users of RSTARS and ADPICS. Please distribute promptly.

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- MANUAL WARRANT TRANSACTIONS

MAIN FACS ON-LINE AVAILABILITY – YEAR-END CLOSING

In order to accommodate necessary year-end closing tasks, MAIN FACS on-line availability schedule will be:

- MAIN FACS will be available until 8 p.m. on Friday, September 14, 2007.
- MAIN FACS will be available until 5 p.m. on Friday, September 28, 2007. This is one hour earlier than the regular schedule.
- MAIN FACS will not be available on Saturday, September 29, 2007.
- Users will not be able to process Building Lease Payment transactions on Saturday, September 29, 2007, in Electronic Transaction Processing (ETP).

MANUAL WARRANT TRANSACTIONS

When processing a manual warrant on the ADPICS Voucher Header Entry screen (PCHL1410), users need to review the defaulted due date and overtype it with the current date. Since payment is being made with a manual warrant, the due date should be the current date - - **NOT a future date**. Please make sure that manual warrants are appropriately dated.